



# CITY OF ELKO PLANNING DEPARTMENT

1751 College Avenue \* Elko \* Nevada \* 89801

(775) 777-7160 \* (775) 777-7219 fax

## APPLICATION FOR TENTATIVE MAP (STAGE II) APPROVAL

**\*\*PRIOR TO SUBMITTING THIS APPLICATION, PRE-APPLICATION (STAGE I) MUST BE COMPLETE\*\***

**APPLICANT(s):** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONE NO (Home):** \_\_\_\_\_ **(Business):** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**NAME OF PROPERTY OWNER (If different):** \_\_\_\_\_  
*(Property owner consent in writing must be provided)*  
**MAILING ADDRESS:** \_\_\_\_\_  
**LEGAL DESCRIPTION AND LOCATION OF PROPERTY INVOLVED (Attach if necessary):**  
**ASSESSOR'S PARCEL NO.:** \_\_\_\_\_ **Address** \_\_\_\_\_  
**Lot(s), Block(s), & Subdivision** \_\_\_\_\_  
**Or Parcel(s) & File No.** \_\_\_\_\_  
  
**APPLICANT'S REPRESENTATIVE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONE NO:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

### **FILING REQUIREMENTS:**

**Complete Application Form:** In order to begin processing the application, an application form must be complete and signed. *Complete* applications are due at least 42 days (6 weeks) prior to the next scheduled meeting of the Elko City Planning Commission (meetings are the 1<sup>st</sup> Tuesday of every month), and must include the following:

1. One .pdf of the entire application, and three (3) 24" x 36" copies of the tentative map, grading plan, and utility plan folded to a size not to exceed 9"x12" provided by a properly licensed surveyor or civil engineer, and any required supporting data, prepared in accordance with Section 3-3-5(C) and 3-3-6 of the Elko City Code (see attached checklist).
2. A Development Master Plan when, in the opinion of the Planning Commission, the proposed subdivision possesses certain characteristics, such as size, impact on neighborhoods, density, topography, utilities, and/or existing and potential land uses, that necessitate the preparation of a Development Master Plan.
3. Applications/fees for State of Nevada review. (See Page 5)

**Fee:** \$750.00 + \$25.00 per lot including remainder parcels; non-refundable.

**Other Information:** The applicant is encouraged to submit other information and documentation to support the request.



**Tentative Map Checklist as per Elko City Code 3-3-6**

Date	Name
<b>Identification Data</b>	
	Subdivision Name
	Location and Section, Township and Range
	Reference to a Section Corner or Quarter-Section Corner
	Name, address, phone number, and email of subdivider
	Name, address, phone number, and email of engineer/surveyor
	Scale, North Point and Date of Preparation
	Dates of Revisions
	Location maps
	Legal description of boundaries
<b>Existing Conditions Data</b>	
	2' contours on city coordinate system
	Location of Water Wells
	Location of Streams, private ditches, washes and other features
	Location of Designated flood zones
	The Location, widths and Names of all platted Streets, ROW
	Municipal Corporation Lines
	Name, book and page numbers of all recorded plats
	Existing Zoning Classifications in conformance with Master Plan Land Use
	Zoning of Adjacent Properties
	Dimensions of all tract boundaries, gross and net acreage
<b>Proposed Conditions Data</b>	
	Street Layout, location, widths, easements
	Traffic Impact Analysis
	Lot Layout, including dimensions of typical lots
	Corner Lot Layout
	Lot layout on Street Curves
	Each lot numbered consecutively
	Total number of lots
	Location, Width and proposed use of easements
	Location, extent and proposed use of all land to be dedicated
	Location and boundary of all proposed zoning districts
	Draft of proposed deed restrictions
	Preliminary Grading Plan
	Conceptual cut and fill
	Estimated quality of material to be graded
<b>Proposed Utilities</b>	
	Sewage Disposal, design for sewage disposal
	Water Supply, Evidence of adequate volume and quality
	Storm Drain, Preliminary Calculations and Layout
	Telephone, Power, Gas, Television
	Intent to Serve Letter from Utility Department

**By My Signature below:**

I consent to having the City of Elko Staff enter on my property for the sole purpose of inspection of said property as part of this application process.

I object to having the City of Elko Staff enter onto my property as a part of their review of this application. (Your objection will not affect the recommendation made by the staff or the final determination made by the City Planning Commission or the City Council.)

I acknowledge that submission of this application does not imply approval of this request by the City Planning Department, the City Planning Commission and the City Council, nor does it in and of itself guarantee issuance of any other required permits and/or licenses.

I acknowledge that this application may be tabled until a later meeting if either I or my designated representative or agent is not present at the meeting for which this application is scheduled.

I have carefully read and completed all questions contained within this application to the best of my ability.

**Applicant / Agent** \_\_\_\_\_  
(Please print or type)

**Mailing Address** \_\_\_\_\_  
Street Address or P.O. Box

\_\_\_\_\_  
City, State, Zip Code

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**File No.:** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_ **Fee Paid:** \_\_\_\_\_

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# State of Nevada Tentative Map Review

In addition to the City of Elko application requirements, Tentative Maps are also reviewed by the Nevada Department of Environmental Protection and the Nevada Department of Water Resources. The City’s Development Department will coordinate all submittal and resubmittal materials for these State agencies. Information on these agencies’ submittal requirements are outlined below. These items are due to the City of Elko as soon as possible after City Council approval of the Tentative Map.

Nevada Department of Environmental Protection:

- ) Application requirements can be found at <https://ndep.nv.gov/uploads/water-wpc-engineering-docs/tent-map-require-rural-5-2017.pdf>
- ) Two sets of plans
- ) Fee of \$400 plus \$3 per lot

Nevada Department of Water Resources:

- ) Application requirements can be found at <http://water.nv.gov/subdivision.aspx>
- ) Two sets of plans
- ) Fee of \$180 plus \$1 per lot

## 2021 Application Deadlines Tentative Maps

Application Deadline	Anticipated PC Meeting Date*	Anticipated CC Meeting Date*
<b>January 19, 2021</b>	March 2, 2021	
<b>February 23, 2021</b>	April 6, 2021	
<b>March 23, 2021</b>	May 4, 2021	May 25, 2021
<b>April 20, 2021</b>	June 1, 2021	June 22, 2021
<b>May 25, 2021</b>	July 6, 2021	July 27, 2021
<b>June 22, 2021</b>	August 3, 2021	August 24, 2021
<b>July 27, 2021</b>	September 7, 2021	September 28, 2021
<b>August 24, 2021</b>	October 5, 2021	October 26, 2021
<b>September 21, 2021</b>	November 2, 2021	November 23, 2021
<b>October 26, 2021</b>	December 7, 2021	December 28, 2021
<b>November 23, 2021</b>	January 4, 2022	January 25, 2022
<b>December 21, 2021</b>	February 1, 2022	February 22, 2022

\*Meeting dates for individual projects may change depending on several factors, including application completeness, required redesigns, holidays, etc.

## Tentative Map (Phase 2) Processing Flowchart

